AGFAPHOTO

User Manual

# AS 1300 / AS 1300 Pro

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The product is designed and produced to achieve sustainable environmental improvement. We strive to produce products in compliance with global environmental standards. Please consult your local authorities for proper disposal. The product packaging can be recycled.

Attention to recycling (For EU country only)
Protect your environment! This product should not be thrown into the household waste container. Please give it to the free collecting center in your community.

The screen shots in this guide were made with Windows 2000. If you are using Windows XP or Vista, your screens will look somewhat different but function the same.

# Table of Contents


**INTRODUCTION** ..... **1**
How to Use This Guide ..... 1
*Conventions of This Guide* ..... *1*
*A Note about Icons* ..... *2*
Safety Precautions ..... 2
System Requirements ..... 3
Box Contents ..... 4
The Scanner's Features ..... 5
Product Information ..... 5

**CHAPTER I. INSTALLING THE SCANNER** ..... **6**
Software Installation Requirements ..... 6
Hardware Requirements ..... 6
Installing and Setting up the Scanner ..... 7
*Step 1. Connecting the Scanner to Your Computer* ..... *7*
*Step 2. Installing the Software* ..... *8*
*Step 3. Testing the Scanner* ..... *9*
Software Setup Troubleshooting ..... 10
Installing Additional Software ..... 10

**CHAPTER II. USAGE AND MAINTENANCE** ..... **11**
Operating the Scanner ..... 11
DigiScan ..... 12
*Configure SCAN Settings* ..... *13*
*Configure CUSTOM Settings* ..... *15*
Using the Scanner Buttons ..... 20
*Scan Button* ..... *20*
*Custom Button* ..... *21*
Functions Features ..... 22
*Scan tab* ..... *22*
*Custom tab* ..... *25*
Scanning Tips ..... 28
Scanning documents with the protective cover ..... 28
Status Indicator ..... 30
Scanner Connection ..... 30
Maintenance ..... 32
*Calibrating the Scanner* ..... *32*
*Cleaning the Scanner* ..... *32*
Usage & Maintenance Tips ..... 33
Storage of the Scanner ..... 34
*Using the Base Stand* ..... *34*

**APPENDIX A: TROUBLESHOOTING** ..... **35**
Scanning Problems ..... 35
Common -How-to- Questions ..... 38

**APPENDIX B: SPECIFICATIONS** ..... **40**

# Introduction

Welcome to the world of AgfaPhoto scanners – the ultimate in computer imaging. Your new scanner will improve the professionalism of your day-to-day computing tasks by allowing you to input images and electronic text into your computer system.

Like all of our products, your new scanner is thoroughly tested and backed by our reputation for unsurpassed dependability and customer satisfaction.

Thank you for choosing us as your scanner supplier. We hope you will continue to turn to us for additional quality products as your computing needs and interests grow.

## How to Use This Guide

This User's Guide provides instructions and illustrations on how to install and operate your scanner. This guide assumes the user is familiar with Microsoft Windows XP, 2000 and Vista. If this is not the case, we suggest you learn more about Microsoft Windows by referring to your Microsoft Windows manual before using your scanner.

The Introduction section of this manual describes the box contents and minimum computer requirements to use this scanner. Before you start installing your scanner, check the box contents to make sure all parts are included. If any items are damaged or missing, please contact the vendor where you purchased your scanner or our customer service directly.

Chapter I describes how to install scanner's software and connect the scanner to your computer. Note: The scanner connects to your computer through the Universal Serial Bus (USB). If your computer does not support USB technology, you will need to purchase a USB interface card to add USB capabilities to your computer, or buy and install USB connectors if your motherboard has USB capabilities. This guide assumes that your computer is USB-ready and has a free USB port.

Chapter II describes how to use, maintain and clean your scanner.

Appendix A contains technical support information that can help you solve simple problems. Before calling for help, please read through Appendix A: Troubleshooting.

Appendix B contains the Specifications of the scanner you purchased.

### Conventions of This Guide

**Bold** — Important note or first use of an important term in a chapter.

"XXX"— Represents commands or contents on your computer screen.

## A Note about Icons

This guide uses the following icons to point out information that deserves special attention.

**Danger**

A procedure that must be followed carefully to prevent injury, or accidents.

**Caution**

Information that, if not followed, may result in data loss or damage to the product.

**Attention**

Instructions that are important to remember and may prevent mistakes.

# Safety Precautions

Before using this device, please read the following important information to eliminate or reduce any possibility of causing damage and personal injury.

1. Moisture condensation may occur inside this device and cause malfunction at these conditions:
   - when this device is moved directly from a cold to a warm location;
   - after a cold room is heated;
   - when this device is placed in a damp room.

   To avoid the moisture condensation, you are recommended to follow the procedure:

   i. Seal this device in a plastic bag for it to adapt to room conditions.

   ii. Wait for 1-2 hours before removing this device from the bag.
2. Do use the USB cable provided with the scanner. Use of other cable may lead to malfunction.
3. Avoid using the scanner in a dusty environment. Dust particles and other foreign objects may damage the unit. If you will not use the scanner for some time, please place it in the travel pouch.
4. Do not subject the scanner to excessive vibration. It may damage the internal components.
5. Unplug this device if you don't need to use for a certain period of time, such as, during night or long weekend, to avoid any risks of causing fire.

6. Do not attempt to disassemble the scanner. There is danger of an electrical shock and opening your scanner will void your warranty.

# System Requirements[1]

Windows/Intel Compatible Personal Computer

Pentium CPU or above

CD-ROM Drive

64 MB RAM (128 MB Recommended)

400 MB Free Hard Disk Space (450 MB Recommended)

USB Port

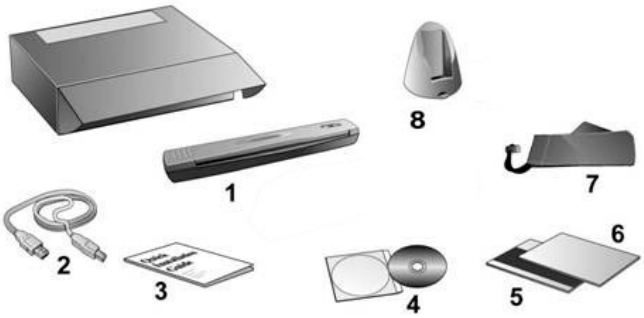
Microsoft Windows 2000 Professional/ XP/ Vista compatible

NOTE: Windows NT 4.0 does not support Universal Serial Bus (USB) connectivity.

Video card that supports 16-bit color or greater

[1] Higher requirements might be needed when scanning or editing a large quantity of image data. The system requirements here are only a guideline, as in general the better the computer (motherboard, processor, hard disk, RAM, video graphic card), the better the results.

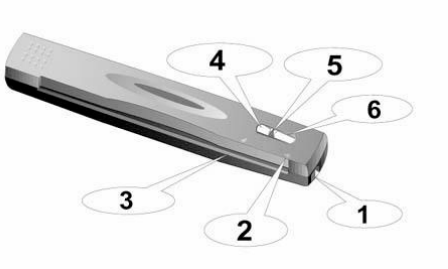
# Box Contents[2]




1. Scanner
2. USB Cable
3. Quick Guide
4. Setup / Application CD-ROM
5. Calibration Sheet
6. Cleaning paper
7. Travel Pouch
8. Base Stand (also serves as a Cable Container)

[2] Save the box and packing materials in case you need to transport this scanner in the future. The product packaging can be recycled.

# The Scanner's Features




1. **USB port:** It connects the scanner to a USB port on your computer by the included USB cable.
2. **Alignment arrow**: Always align the edges of your documents to this arrow sign.
3. **Page feed slot**: Feed the document into the scanner from this direction. You can feel the document being grabbed by the scanner.
4. **SCAN button**: Press this button to start scanning and processing an assigned task: saving the scanned image(s) to your hard disk, sending to E-mail program, printer or other image editing software.
5. **LED indicator**: It indicates the scanner's current status.
6. **CUSTOM button**: Press this button to convert your document into text file.

# Product Information

Please fill in the following information for your own records. You will need it when you contact your dealer or our service center in the future.

Serial Number: ❑❑❑❑❑❑❑❑❑❑❑❑

(Located at the bottom of the scanner)

Date of Purchase: ❑❑ - ❑❑ - ❑❑❑❑

# Chapter I. Installing the Scanner

Before installing your scanner, please verify that you have all of the proper components. A list of the package contents is provided in the *Box Contents* section of this guide.

## Software Installation Requirements

Your scanner comes with the image-editing software, OCR software, document management software, the scanner's driver, and the DigiScan software. All of these software applications use approximately 400 megabytes of hard disk space after they are installed into your computer. To ensure ample room for the installation, as well as for scanning and saving images, a minimum of 450 megabytes of hard disk space is recommended.

The USB scanner can only operate under the Windows 2000 Professional/ XP/ Vista operating system.

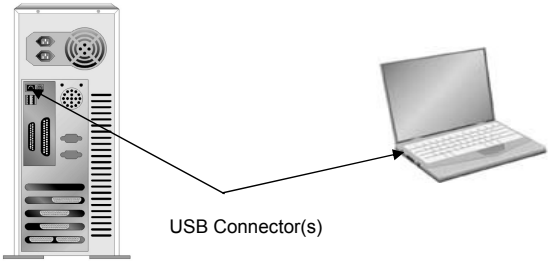
**Attention**

Please do not use multiple USB scanners in Windows XP simultaneously! For more information, please refer to the following URL...http://www.microsoft.com

## Hardware Requirements

This scanner connects to your computer through the Universal Serial Bus (USB), which supports **hot Plug and Play**. To determine whether your computer is USB-capable, you must check the rear of your PC to locate a USB jack that looks the same as the one pictured below. Note that on some computers, the USB port at the rear of the computer may be occupied and additional ports may be found on the monitor or keyboard. If you are having trouble in locating the USB port on your computer, please refer to the hardware manual that came with your computer.

Upon examination, you should find one or two rectangular USB ports, which usually appear as shown below.

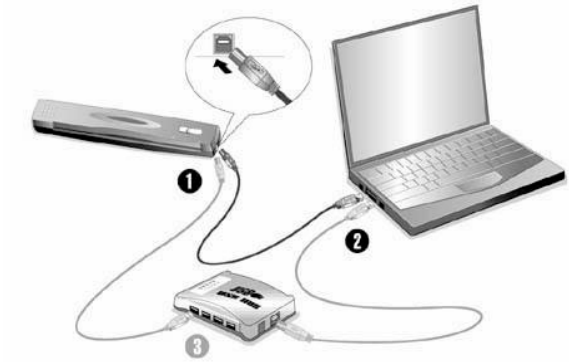



If you don't find such USB ports on your computer, then you need to purchase a certified USB interface card to add USB capabilities to your computer.

# Installing and Setting up the Scanner

Please follow the step-by-step procedures described below to install the AgfaPhoto scanner.

## Step 1. Connecting the Scanner to Your Computer




1. Plug the square end of the included USB cable to the USB port of the scanner.
2. Plug the rectangular end of the USB cable to the USB port on the back of your computer.
   Note: If there is another USB device connected to the computer, connect the scanner to an available USB port.

3. If you plan to connect your scanner to a USB hub[3], make sure that the hub is connected to the USB port in your computer. Next, connect the scanner to the USB hub.
   Note: If you do not have a USB port available, you might need to buy a USB port.

## Step 2. Installing the Software

1. If the USB components on your computer are functioning correctly, they will automatically detect the scanner causing the "Add New Hardware Wizard" or "Found New Hardware Wizard" to be launched. Note: If your computer was off when you connected the scanner, the "Add New Hardware Wizard" message will be displayed when you turn the computer on and when Windows starts.
2. **For Windows 2000**
   a. Click on the "Next" button when the "Add New Hardware Wizard" window is displayed.
   b. Select "Search For The Best Driver For Your Device [Recommended]" and click on the "Next" button.
   c. The next window will ask you where to search to find the drive. Select "CD-ROM drive", and deselect "Floppy disk drives" if it is checked.
   d. Insert the Setup/Application CD-ROM, included with your scanner, into your CD-ROM drive and then click on the "Next" button.

   e. Click on the "Next" button in the window that appears.
   f. During the process of the installation, a message "Digital Signature required" might be prompted. Please ignore it, and click on "Yes" to continue the installation without any misgiving at your scanner functioning. Afterwards, please skip to Step 5.
3. **For Windows XP**
   a. Insert the Setup/Application CD-ROM, included with your scanner, into your CD-ROM drive.
   b. Select "Install The Software Automatically [Recommended]" and click on the "Next" button.
   c. Click on the "Next" button in the window that appears. Afterwards, please skip to Step 5.

[3] The USB hub is not included with the scanner. If using a hub, you are recommended to use a hub with its own external power adapter.

4. **For Windows Vista**

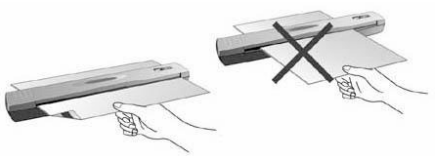
   a. Select “Locate and install driver software (recommended)” when the “Found New Hardware” window is displayed.

   b. Click on the [Continue] button when the “User Account Control” dialog pops up.

   c. Insert the Setup/Application CD-ROM, included with your scanner, into your CD-ROM drive when the system prompts you “Insert the disc that came with your USB Scanner”, and click on the [Next] button.

   d. During the process of the installation, a message “Windows can’t verify the publisher of this driver software” might be prompted. Please ignore it, and click on [Install this driver software anyway] to continue the installation without any misgiving at your scanner functioning.

5. When the system completes the installation, click on the “Finish” button.
6. Follow the on-screen instructions to install all software that your new USB scanner requires.
7. After the software is installed, close all open applications and click on the “Finish” button to restart your computer.
8. After the computer is restarted, you will be prompted to perform the scanner calibration.
9. Insert the special calibration sheet, included with the scanner, face down into the page feed of the scanner.



10. Follow the on-screen instructions to complete the scanner calibration.

**Attention**

If the scanner installation is not started and displayed automatically on the screen, click “START”, select “Run” and type in “D:\Install” (where D: is the drive letter assigned to the CD-ROM drive of your computer.)

## Step 3. Testing the Scanner

The following test procedure checks to see if the scanner is properly functioning with your computer and the scanning software. Before testing your scanner, double check to make sure that all connections are securely fastened.

**To properly test your scanner, please perform the following steps:**

1. Insert the document face down into the scanner. Align the document to the arrow sign on the right of the scanner.

2. Press the **SCAN** button on the scanner. The scanning starts immediately.
3. When the scan completes, click My Document folder on your desktop to find a folder named as DigiScan.
4. If an image is saved in the DigiScan folder, your scanner is working properly.

**Attention**

If the test failed in any way, please refer to "Appendix A: Troubleshooting" section of this manual and follow the instructions therein.

# Software Setup Troubleshooting

Carefully review the steps outlined in this guide and the Quick Guide that accompanied your scanner.

If you are still having problems, please check that:

- You have 450 MB of free space on your hard disk drive.
- The scanner is plugged in and has power.
- You are using the USB cable supplied with the scanner.
- The square end of the USB cable is plugged into the rear of the scanner.
- The rectangular end of the USB cable is plugged into the back of your computer.

If you deviated from the installation procedures defined in this manual, please unplug the USB cable from the scanner and reinstall the software from the CD-ROM. To reinstall your scanner's software, click "Start", "Run", then type "D:\Install (where D represents the letter of your CD-ROM drive)". Carefully follow all the installation instructions presented in the Setup Wizard. Reboot your computer when prompted, and plug the USB cable back into the scanner while your computer is still turned on.

# Installing Additional Software

Your scanner is TWAIN compliant and functions with virtually all available TWAIN compatible software. If you purchase additional software to be used with your scanner, please make sure that it conforms to the TWAIN standard.

# Chapter II.
# Usage and Maintenance

## Operating the Scanner

Your scanner accepts documents as small as business cards and as large as Legal size documents. However, some software programs have limitations as to the information they can handle. The capacity of the computer's memory and free space on your hard drive can also limit the physical size of the document that you scan.

There are two different ways to operate the scanner:

1. From within an image-editing program that can acquire images from the scanner.
2. By pressing either of the two action buttons on the scanner. You may configure the button settings individually to your personal needs within the DigiScan program that is automatically installed as your scanner software.

Your scanner needs to be driven by some type of software program. Since all documents or images (whether text or pictures) that are acquired from the scanner are treated by your computer as images, most scanning will probably be done from an image-editing program where you can view, edit, save and output the scanned images. An image-editing program has been bundled with your scanner on the included Setup/Application CD-ROM. It will allow you to alter and correct any scanned images by using a variety of filters, tools and effects.

What about scanning text documents and editing them in a word processor? This is the role of Optical Character Recognition (OCR) software. OCR software converts the image files that are created from scanning text documents into text files that can be viewed, edited and saved by word processors. An OCR program has also been bundled on the included Setup/Application CD-ROM, and if you wish to use the scanner in this way you should install the OCR software that is included.

What about scanning business cards and managing them in a more convenient way? This is the role of BCR (Business Card Recognition) function that can scan various business cards to BCR Database. BCR software can index the scanned images into business cards album, recognize and convert respective personal information contained in the scanned images into an address database for your further management. This function may or may not be available depending on the scanner model you purchase.

DigiScan is a program that allows you to conveniently scan images and text without the need to work directly within any image-editing application (i.e. Presto!

ImageFolio). DigiScan also includes features to allow you to use your scanner as a copy machine[4] and to scan documents or photos for e-mail.

# DigiScan

You may configure the scanning properties for each individual scanner button within the DigiScan window.

There are two ways to access the DigiScan window:

1. Double-click the DigiScan icon in the Windows system tray.
2. Single-click or right-click the DigiScan icon in the Windows system tray, and then choose Properties in the pop-up menu that opens.

The DigiScan program comprises several scanner button functions. More than that, if you have installed the bundled software (e.g. PageManager) to your system, the DigiScan program may enable more functions. All functions are designed to two accessible tabs: SCAN and CUSTOM. (Refer to the section of "Using the Scanner Button".)

**Attention**

Changes you make in the DigiScan window are automatically saved immediately after you close the DigiScan window. Afterwards, with a single touch of the button, you can have the scanner complete your scanning jobs by the settings you configured within the DigiScan window. If you decide to quit DigiScan program entirely, the same settings can be enabled for your quick access next time you open the DigiScan window.

[4] A printer is required for the copy function.

## Configure SCAN Settings

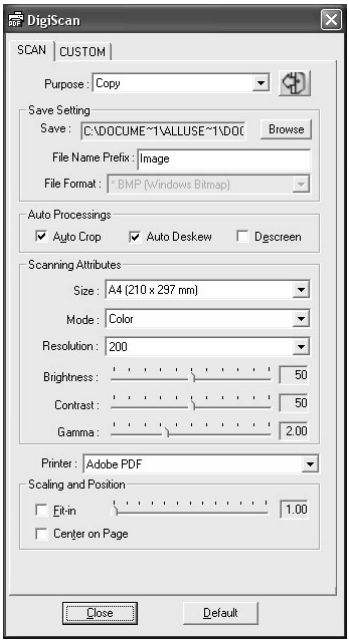
There are several functions available in the SCAN tab. You may configure them, as you like to shape the settings for later scanning.

- **Save to File**
- **E-mail**
- **Copy**
- **Other Image Editing Functions** (e.g. Presto! PageManager)

Select SCAN tab to from the opened DigiScan window to start the configuration according to your desired. The configuration steps of the functions are largely identical but with minor differences. So, we'll give you a typical example for your reference:

### *Configure Copy Function*

1. Select the **Copy** (**Save to File**, **E-mail** or **Image Processing**) from the **Purpose** drop-down menu.




2. Specify a destination file path by clicking the **Browse** button at the right end of the **Save** option, enter a **File Name Prefix** and select a **File Format** accordingly.
3. Check the boxes of **Auto Crop**, **Auto Deskew** and/or **Descreen**, if desired.

4. Adjust the Scanning Attributes (**Size**, **Mode**, **Resolution**, **Brightness**, **Contrast** and **Gamma**).
5. Select a printer from the **Printer** drop-down menu; drag the Scaling Slider Bar, check the **Fit-in** box or check **Center on Page** box, if appropriate.

   Note: The Printer menu is enabled only for the Copy function. If you select other functions, please skip to the step7.
6. Click the **Default** button if you desire to return to the default settings.
7. Click the **Close** button to save the final settings and exit the DigiScan window.

**Add Other Image Editing Software**

To add more image editing functions for the SCAN button, follow the steps described below:

1. Click the button at the far right end of the **Purpose** drop-down menu.

2. Click **Add** button in the prompted out window to select an existing application from your system.

3. The program name you have chosen displays in the list.

   Note: You are allowed to add at most 3 image editing software in this list.
4. Click **Edit** button to rename the displayed name of the application, if desired.
5. Click **Remove** button to remove the option you have created, if necessary.
6. Click **Close** to accept the changes and close the window.

## Configure CUSTOM Settings

There are various file formats for your choice, which could be supported by different BCR and OCR. The scanned image(s) may be transferred into the following file format.

- **Acrobat PDF-image (*.pdf)**
- **Acrobat Searchable PDF (*.pdf) (Only for AS1300 Pro)**
- **Microsoft Word (*.doc)**
- **Microsoft Excel (*.xls)**
- **HTML (*.htm)**
- **Plain Text (*.txt)**
- **Rich Text Format (*.rtf)**

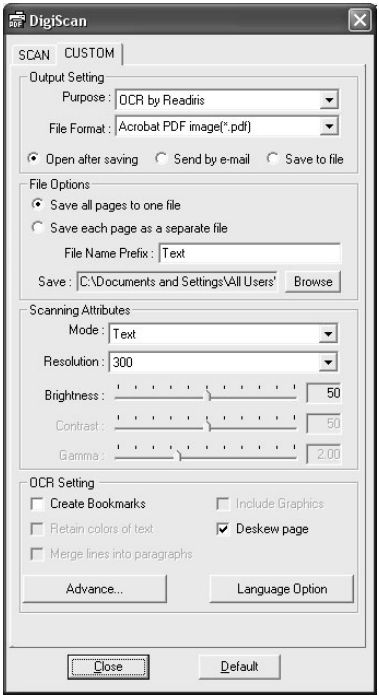
The availability of the programs and data formats may vary depending on the scanner model you purchase.

**Attention**

Select CUSTOM tab from the opened DigiScan window to begin your configuration as your need. The principle to configure each option within Custom tab is basically identical with a few differences. We'll introduce two ways to you to select your preferable to shape the settings for later scanning.

Example: (Only available for Advanced Model)

- **Select Readiris From the Purpose drop-down menu:**



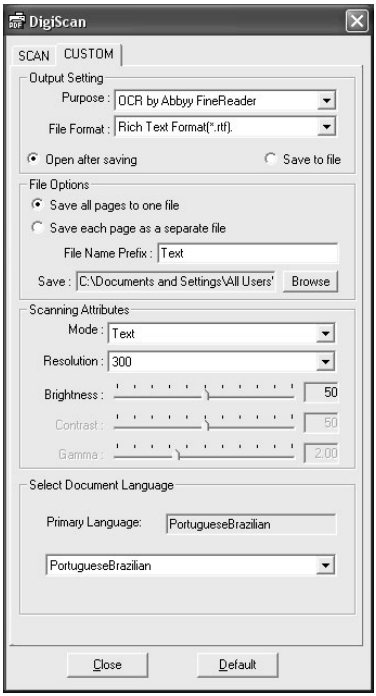

1. Select the **Acrobat PDF-image** (**Acrobat Searchable PDF**, **Microsoft Word**, **Rich Text Format** or **HTML**) from the **File format** drop-down menu.
2. Select the **Save each page as a separate file** or **Save all pages to one file** according to your scanning needs.
3. Specify a destination file path by clicking the **Browse** button at the right end of the **Save** option.
4. Enter the file name in **File Name Prefix** section.
5. Select **Open after saving** to review the result or **Save to File** to save the result or **Send by e-mail** to send out the result as attachment.

   Note: The **Send by e-mail** option is unavailable when you select the **FineReader** from the Purpose menu.
6. Adjust the Scanning Attributes (**Mode**, **Resolution**, **Brightness**, **Contrast** and **Gamma**).
7. Select proper settings in **OCR Setting** section (**Create Bookmarks**, and **Deskew page**).

8. Click **Advanced** button to set more settings for Graphics in the coming out window.
9. Click **Language Option** button to set detailed language properties in the coming out window.
10. Click the **Default** button if you desire to return to the default settings.
11. Click the **Close** button to save the final settings and exit the DigiScan window.

Example:

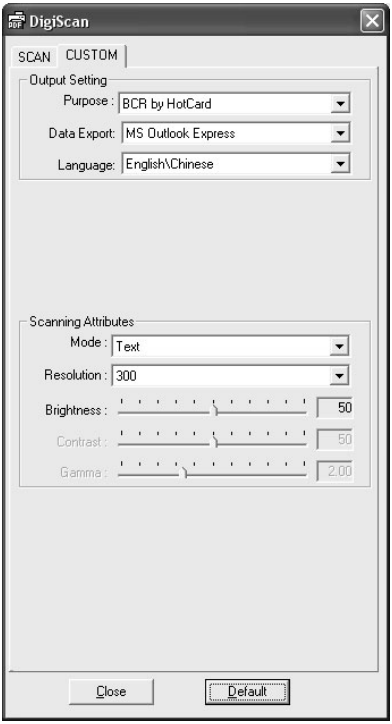
- **Select FineReader from the Purpose drop-down menu:**




1. Select the **Microsoft Excel** (**Rich Text Format** or **Plain Text**) from the **File Format** drop-down menu.
2. The configuration steps 2 to 6 please refer to the steps of the “Select Readiris from the Purpose drop-down menu”.
3. Select the needed language in **Select Document Language**.
4. Click the **Default** button if you desire to return to the default settings.
5. Click the **Close** button to save the final settings and exit the DigiScan window.

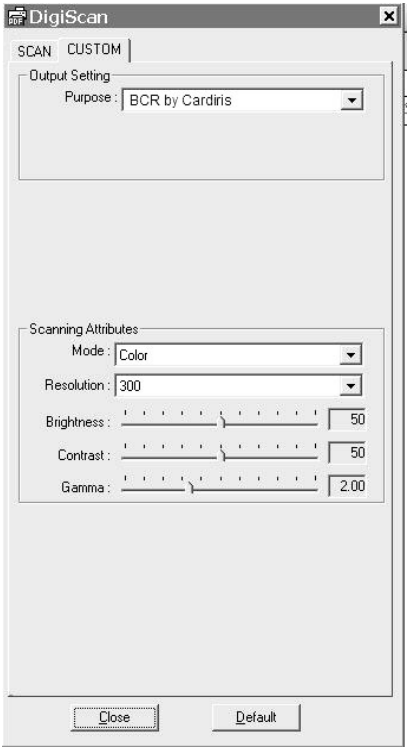
Example: (Only available for Advanced Model)

■ **Select BCR by HotCard from the Purpose drop-down menu:**




1. Select **MS Outlook Express, MS Outlook, HotCard BizCard Finder** or **As a csv file** from the **Data Export** drop-down menu.
2. Select the needed language in **Language**.
3. Adjust the Scanning Attributes (**Mode**, **Resolution**, **Brightness**, **Contrast** and **Gamma**).
4. Click the **Default** button if you desire to return to the default settings.
5. Click the **Close** button to save the final settings and exit the DigiScan window.

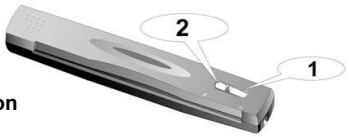
**Select BCR by Cardiris from the Purpose drop-down menu:**




1. Adjust the Scanning Attributes (**Mode**, **Resolution**, **Brightness**, **Contrast** and **Gamma**).
2. Click the **Default** button if you desire to return to the default settings.
3. Click the **Close** button to save the final settings and exit the DigiScan window.

# Using the Scanner Buttons

Your scanner is equipped with two function buttons designed to make your scanning experience more convenient and efficient. With simply one touch of the button, you can scan to file, copy, OCR or e-mail.




1. **Custom Button**
2. **SCAN Button**

Each button launches a specialized utility. Default button settings are optimized for most frequently scanning jobs, such as size, mode, resolution, ... You may, however, change the settings as the methods described ibid to tailor your every scan by accessing the DigiScan window.

**Attention**

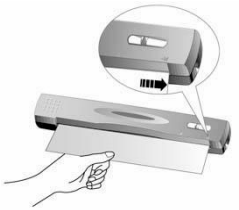
To use the buttons, ensure you have installed the relevant software (e.g., the printer driver is required for using the copy function) beforehand.

## Scan Button

The SCAN button can automate a scanning and proceed saving the scanned image(s) to a destination file path, sending to a MAPI based E-mail programs (which currently include Microsoft Outlook, Eudora, etc.), a printer or an image editing software, depending on the settings you have defined for the SCAN button in the DigiScan window.

To use the SCAN button, please follow the steps:

1. Make desired adjustment in Scan tab for the scanning purpose that the SCAN button will execute later. (Please refer to the “DigiScan” section for more information on adjustments.)
2. Insert the document, image or card face down into the scanner. Align the paper or card to the arrow sign on the right of the scanner.



3. Press the **SCAN** button on the scanner. The scanning starts immediately.
4. If you have the "Continuous Scan" option checked, select E-mail or Copy from the Purpose drop-down menu, and insert another document or image until you have scanned all.
5. When the scan completes, the scanned images will be save to the defined file path as separate image files and sent to the assigned post-processing software (e.g. Save to File, E-mail, Copy, or other image editing software).

## Custom Button

The CUSTOM button provides a solution for converting your printed document into texts searchable electronic document, such as *.pdf, *.doc, *.rtf, *.htm or other text formats supported by the bundled Readiris or FineReader software.

To use the Custom button, please follow the steps:

1. Select the desired OCR or BCR firstly, and then make desired adjustments in Custom tab for the scanning purpose that the Custom button will execute later. (Please refer the “DigiScan” section for more information on adjustments.)
2. Insert the document, image or card face down into the scanner. Align the paper or card to the arrow sign on the right of the scanner.

3. Press the CUSTOM button on the scanner. The scanning starts immediately.
4. If you have the “Continuous Scan” option checked, follow the on-screen instructions to insert another document or image until you have scanned all.
5. When the scan completes, the scanned image(s) will be sent to the OCR or BCR software you select for recognition or conversion.
6. The processed file will be saved to the file path as a single file.

# Functions Features

The section introduces all of the options on the DigiScan window. We will still describe them according to the SCAN tab and CUSTOM tab separately.

## Scan tab

### *Purpose*

This menu include Save to File, E-mail, Copy, Imaging Processing functions, which allows you to determine which software you would like to use for the post-processing of the scanned image(s).

- **Save to File:** The "Save to File" function enables you to conveniently scan documents or images, save them automatically to the destination file path with specified file name prefix and file format.
- **E-mail:** The E-mail function lets you scan documents and images directly to your MAPI-based E-mail programs (which currently include Microsoft Outlook, Eudora, etc.) that have already been installed on your computer.

  Note: If you like to change to the MAPI-based E-mail system, please go to **IE**>**Tools**>**Internet Options…**>**Programs** tab>**E-mail** drop-down menu to choose destination E-mail program.
- **Copy:** The Copy function allows you to scan images directly to the printer without saving them to your hard disk, making it ideal for getting a quick copy of a document or image.

  Note: The scanner and printer must be installed correctly in Windows for the Copy button to work properly.
- **Imaging Processing:** The Imaging Processing Function allows you to scan the image directly to the image editing application you have defined.

  Note: You are recommended to add image editing software to achieve scanning efficiency and assure the DigiScan program work properly. How the post-processing works will depend on the application you have assigned for the new function, you may refer to the guide of more instructions.

### *Save Setting*

**Save** - This setting is for saving the scanned image(s) to a specified folder for further management. Clicking the **Browse** button to choose a destination folder, you may view, edit, or manage the scanned images later in a more efficient way.

**File Name Prefix** - The file name of the scanned images will be a combination of your own defined file name prefix and the four digits number issued by the system.

**File Format** - Choose which file format you want the scanned image to be. The following file formats are available from the drop-down menu:

- **JPG (JPEG)** - (Joint Photographic Experts Group) JPEG (pronounced "jay-peg) is a format that is commonly used for color images displayed on the Internet. JPEG reduces the file size of an image by discarding some of the non-critical data of the image. JPEG retains all of the color information of an image and offers varying degrees of compression.
- **TIF (Aldus Tiff)** - (Tagged Image File Format) is a widely-used bitmapped graphics file format developed by Aldus and Microsoft that handles monochrome, gray scale, and 8/24-bit color.
- **PCX (Paintbrush)** - PCX is a popular bitmapped graphics file format that handles monochrome, and 2-, 4-, 8-, and 24-bit color. PCX uses Run Length Encoding (RLE) to achieve compression ratios of approximately 1.1:1 to 1.5:1. RLE is best used with images that have large blocks of solid colors.
- **BMP (Windows Bitmap)** - (Bitmap file - also known as a "bump" file) is a Windows and OS/2 bitmapped graphics file format. BMP is the Windows native bitmap format. BMP files provide formats for 2, 16, 256 or 16 million colors (1-, 4-, 8-, and 24-bit color).

### *Auto Processings*

**Auto Crop** - Alternatively you may check the Auto Crop option to have the scanner program automatically identify the dimensions of the image you scanned and crop around the edges. The crop shape will be a square or rectangle and it will not trace the edges of oddly-shaped images. This command can be useful when scanning smaller images such as photographs.

**Auto Deskew** - You'll find this option useful when you find the scanned image slanted. Tick the box of this option and rescan the image; the DigiScan program will automatically straighten the skewed image(s).

**Descreen** - applies filtering to images that contain moiré patterns (or herringbone). A moiré pattern is created from scanning pictures in magazines, or printed material that use color dithering. The descreen filter is not needed when scanning original photographs or black and white images and text, but is recommended when scanning any printed color graphics, such as a page from a magazine, in order to remove the unsightly interference patterns which may occur.

### *Scanning Attributes*

**Size** - enables you to alter the scan area. It is preferable to scan the exact area of the document or image so the file size is the smallest possible and there are no large blank areas on the page.

**Mode** – tells the scanner the type of document you are scanning. There are three settings to choose from:

- **Color** – scans the document in 24-bit, RGB color. This mode takes the longest time and uses the most memory but results in the highest quality images.
- **Grayscale** – scans images in black and white and can simulate 256 different shades of gray using dithering. This mode is best used when color isn't necessary for the scanned image since color images take so much time to scan and process, or when no color printer is available. Using this mode, even to scan color images, will result in high-quality black, white, and gray output (the color will automatically be converted to gray).
- **Text** – is preferable when scanning text documents. It results in clear black and white documents suitable for printing and faxing.

**Resolution** – is measures in dots per inch (dpi). The higher the resolution, the more detailed the image, and the more memory and drive space the image will use.

**Brightness** – This is amount of light that is concentrated onto a document while it is being scanned. Raising the brightness increases the amount of white in an image, making it appear more washed out. Lowering the brightness may help you read light or faint text.

**Contrast** – adjusts the tonal range of an image by lowering mid-tone values and increasing values for high and low tones. The higher the contrast, the sharper the image will be. The lower the contrast, the blurrier an image will be.

**Gamma** – Use the slider to adjust the image gamma for the scanned image. Gamma values are primarily a measure for the color brightness. The larger the gamma value, the brighter the color becomes. Changing the image's gamma value allows you to change the brightness of the colors IN THE IMAGE ITSELF.

### *Printer*

This pull-down menu contains all the printers the have been installed in Windows. Simply click on the down-arrow at the right of the box and choose the printer you wish to use. (Only if you select the Copy from the Purpose drop-down menu, will the option be enabled.)

If the printer you wish to use does not appear in the pull-down list pf printers, then it is not installed in Windows. To install a printer, click on the Windows START button; choose Settings and then Printers. In the window that opens, double-click on the Add New Printer icon and follow the instructions carefully.

### *Scaling and Position*

The slider bar is used to reduce or enlarge the scanned image on the printed page. The reduce/enlarge value is displayed in a box to the right of the slider bar and denotes the percentage which the image will be resized. Thus, a value of 200 (%) will cause the

scanned image to the printed twice as large as its size when scanned. A value of 50 will reduce the size of the printed image by half, and so on. The slider bar can be moved by using the mouse or by using the arrow keys on your keyboard.

**Fit-in** – This option is used to reduce or enlarge the scanned document or image to fit on the printer paper. Smaller images will be enlarged to fill the entire printed page and larger documents will be reduced to fit on the printed page. This option is most often used when scanning an A4-sized document and printing it on letter-sized paper (or vice-versa).

**Center on Page** – This function centers the scanned image on the printed page.

### *Default*

Clicking this button resets the values of all settings of this function to their default values. The values of settings for the other scanning functions are not influenced.

## Custom tab

### *Output Setting*

**Purpose** – list the OCR(s) and BCR that the scanner supports.

**File Format** – stands for the file style you prefer the scanned image(s) to be after transfer processing, and is supported by the software you have installed in your system. For example, you have to install Microsoft Word in your system before selecting *.doc file format.

- **Acrobat Searchable PDF (Only for AS1300 Pro):** enables the page analysis (defining zones of graphics, tables, texts, artwork, space, etc. in the scanned document), OCR **process** and PDF conversion, and then outputs the transferred result in texts searchable PDF document. Different from Acrobat PDF Image Function, this function can also produce a PDF converted image on the top of the searchable texts.

  When you document contains images and texts, you are recommended to choose this file format to get better transferred result.

  Note: PDF stands for Portable Document Format.

- **Acrobat PDF-image:** Text is not searchable in this searchable in this PDF file type. The entire page is saved as a picture, and OCR (Optical character recognition) has not been executed.

- **Rich Text Format:** When this file format is chosen, the scan result may be output into *.rtf file after OCR process. You may review and edit the result in the word processor Microsoft Word.

- Note: Rich Text Format (RTF) is a file format that lets you exchange text files between different word processors in different operating systems.

- **Microsoft Word:** When this file is chosen, the scan result may be output into *.doc file after OCR process. You may review and edit the result in the word processor Microsoft Word.
- Note: Word document (.doc) is a common word processing application, for creating and editing texts document.
- **HTML:** Choosing this file format may output the transfer result as *.htm file for your browsing in the Web browser, Microsoft's Internet Explorer or Netscape's Navigator.

**Save -** Clicking the Browse button to locate a destination folder for the scan or transfer results, and the file path will be shown in the Save section.

**Open after saving** - Save the result to the pointed file path and open with relevant software.

**Save to File** - Save the result to the pointed file path.

**Send by e-mail** - Send the result to a MAPI-based e-mail program (i.e. Outlook, Eudora...etc) as attachment.

**Data Export** - Export the BCR results as a record in the address book of MS Outlook Express, a piece of data in a user defined database in HotCard BizCard Finder, or a CSV file. (This option will be functioned under BCR by HotCard.)

**Language** - This option allows you to set an appropriate language for the business card recognition. The language options include English/Chinese, European, Japanese and English. (This option will be functioned under BCR by HotCard.)

### *OCR setting*

This option will not be functioned unless the OCR by Readiris.

**Create Bookmarks:** This feature may create bookmarks for the text windows, graphics and tables in Adobe Acrobat PDF files.

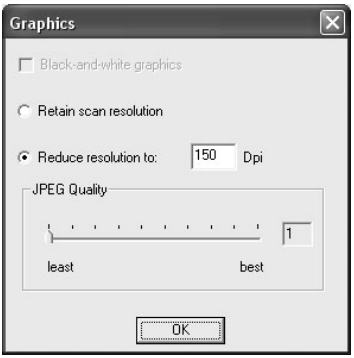
**Include Graphics:** This feature may include the graphics in "auto formatted" text files.

**Retain colors of text:** This feature may maintain the original colors of the text across the recognition.

**Deskew page:** If this checkbox is ticked, the DigiScan program will automatically straighten the skewed page(s) after scan.

**Merge lines into paragraphs:** This feature enables the automatic paragraph detection. (This option is unavailable for Adobe Acrobat files: PDF files always store text line by line.)

### *Advance...*




**Retain scan resolution:** Use the resolution you have set for scanning the originals.

**Reduce resolution to:** Reduce the resolution of the graphics included in the originals to a pointed value, but won't reduce that of the texts.

**JPEG Quality:** The better the quality is, the larger the file will be.

### *Language Option*

In the Language Option section, you may turn on the “Numeric symbols recognition” function to scan tables with no texts or select an appropriate “Primary Language” for the originals.

**Numeric symbols recognition:** Tick this function to recognize tables of figures which contain no text. When you limit recognition to the numeric character set, the symbols 0" to "9", "+", "*", "/", "%", ",", "", ".", "(", ")", "-", "=", "$", "£", "¥" and the "€" will be recognized.

**Primary Language:** This option allows you to set an appropriate primary language for the document recognition. Those language options cover all American and European languages.

**Secondary Language:** You may select up to 4 secondary languages to support the primary language you have selected. The secondary languages have to be the same language group with the primary language.

Note: For more information about the supported languages recognition, please refer to relevant description in the Readiris on line help.

### *Select Document Language*

This option will be functioned under OCR by Abbyy FineReader.

**Primary Language:** This option allows you to set an appropriate primary language for the document recognition. Those language options cover all American and European languages.

# Scanning Tips

**Reducing the File Size of An Images:**

- Change the scan mode. Color mode collects the most amount of information and therefore requires more memory than grayscale or black and white.
- Reduce the resolution.
- Reduce the scan area.

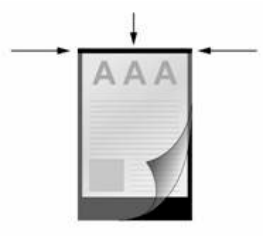
**Determining the Correct Amount of Resolution:**

- More is not always best: Determine what your final application will be BEFORE you scan. In many cases a high resolution image will do nothing more but dramatically increase the file size, take up more disk space, and slow down the process.
- Internet Applications: For e-mailing color photos or pasting images on Web sites, a resolution of 100 dpi is the best choice. This is because the actual viewable resolution of the average monitor is 72 dpi. Additionally, download times are dramatically reduced.
- Printing to Ink Jet Printers: Check your printer documentation for recommended printer resolution settings. We recommend ranges between 75-300 dpi in general. Only use a higher scanning resolution (300 dpi and above) for smaller images when detail must be captured in a small area because it will be enlarged later.
- Laser and Commercial Printers: When printing an image to a laser printer or commercial printing press, it is important to understand the process in terms of line screen (a.k.a., LPI). Line screens are the number of screen lines per inch when an image is half toned. Half toning is the process of breaking the image down into a series of dots to reproduce continuous-tone art when printing on a press. A general rule when printing in one of these two manners is to scan one and a half to two-times the amount of the line screen. Laser printers that have resolution ranges of 300 and 600 dpi will have line screens between 50 and 100. Typical commercial printing is done at an average line screen of about 150. Therefore, an optimal scanning resolution would be 200 or 300 dpi.

# Scanning documents with the protective cover

Documents can be scanned using the protective cover, this avoids paper jams and protects the document from damage, scratches or creases. You can also insert smaller documents into the protective cover, for instance passport photos.

1. Open the protective cover and insert the document text side up and the top of the page up to the black line on the protective cover.




2. Insert the protective cover into the document feeder with the writing side down and the black stripe first.

# Status Indicator

The green LED indicator (located between the Scan and Custom buttons) indicates the status of the scanner, as described below:

| Light | Status |
|---|---|
| On | The scanner is connected with the computer, ready to scan images. |
| Flashing | The scanner is busy scanning. |
| Off | The scanner is off, either because of disconnection with the computer, or because the computer being turned off. |

# Scanner Connection

The first step to take when troubleshooting connection problems with your scanner is to check all physical connections. The DigiScan icon , located on the Windows system tray, indicates if the scanner software is properly launched and the scanner and computer are communicating with each other.

| Appearance | Status |
|---|---|
| | The DigiScan program has been successfully launched and the scanner is connected with the computer, ready to scan mages. |
| | The scanner is not connected with the computer. |
| No Display | You have chosen to terminate the DigiScan program, no matter the scanner is connected or disconnected with the computer. |

If the Windows system starts and detects the scanner unconnected, the following message will appear to remind you (The scanner illustration(s) may appear different than from the actual scanner itself.):

DigiScan
Program was unable to find your scanner. Please check and ensure all cables are properly connected as described in the Quick Guide. You can see the following icon, indicating no cable connection, displayed in the system tray right beside the clock icon.
06:56
Do not show this message again.
OK

If you prefer not to see this reminder message again, you may:

- Check the box of “Do not show this message again” within this message window, and then click “OK” button.
- Click on the DigiScan icon located on the Windows system tray. Uncheck “Enable Warning” from the menu that pops up. Click the “No” button in the message box that appears.

If you prefer to see this reminder message again, you may:

- Uncheck the box of “Do not show this message again ” within this message window, and then click “OK” button.
- Click on the DigiScan icon located on the Windows system tray. Check “Enable Warning” from the menu that pops up. Click the “Yes” button in the message box that appears.

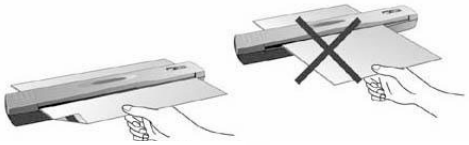
# Maintenance

## Calibrating the Scanner

Calibrate the scanner if colors appear in areas that should be white, or colors of the scanned image and the original vary a lot. This allows you to adjust and compensate for variations that can occur in the optical component over time by its nature.

The following describes how to calibrate the scanner:

1. Insert the special calibration sheet face down into the page feed slot of the scanner.



**Correct Paper Direction** **Incorrect Paper Direction**

**Attention**

Please insert the special calibration sheet included with the scanner. Alternatively you may also use any plain white sheet of paper sized in A4 (210 by 297 mm) instead; however, the calibration effect may be less good than the special calibration sheet.

2. Click on the DigiScan icon located on the Windows system tray.
3. Click “Calibrate” from the menu that pops up.
4. The scanner pulls the calibration sheet through the scanner, which completes this scanner calibration.

## Cleaning the Scanner

When you use this scanner for the very first time after installation, you are suggested to clean the scanner before use.

If unusual dots or lines are found in your scanned image, it is very likely that dust particles or other foreign objects have been brought inside the scanner. You may clean the scanner to rectify the problem.

The following describes how to clean the scanner:

1. Insert the special cleaning paper into the page feed slot of the scanner.

**Caution**

- Do use the cleaning paper included in our package box. Remember to replace the cleaning paper in a safe and clean place when you finish using it.
- Do not use anything other than our cleaning paper to clean your scanner. Using other sheet will influence the scan quality or even lead to scanner malfunction.

2. Click on the DigiScan icon located on the Windows system tray.
3. Click “Clean” from the menu that pops up.
4. The scanner pulls the cleaning paper through the scanner, which completes this scanner cleaning.

# Usage & Maintenance Tips

To keep your scanner working smoothly, take a moment to review the following usage & maintenance tips.

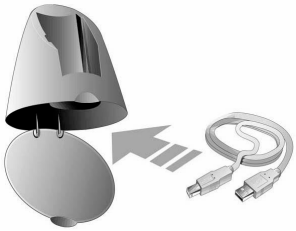
**Caution**

- Do not insert any document into the scanner with small objects such as paper clips, pins, staples or any other fasteners attached.
- Do not insert damp, curled or wrinkled documents into the scanner for scanning. These documents can cause paper jams and possibly damage the unit.
- Your scanner operates best in temperatures between 10° C and 40° C (50° F to 104° F).

# Storage of the Scanner

## Using the Base Stand

1. Open the bottom plate of the base stand. Place the USB cable inside the base stand and then close the bottom plate.



2. Place the base stand on the desk.
3. Place the scanner onto the base stand, with the USB port facing up.

**Caution**

Do place the base stand and the scanner on STABLE surfaces to prevent them from falling.

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# Appendix A: Troubleshooting

## Scanning Problems

Most problems are easily solved, and some of the most common questions and their recommended solutions are listed below.

**Symptom:** **After following the installation instructions, my computer cannot find the scanner.**

Cause 1: Your software may have not been successfully installed.

Solution 1: Please insert the CD-ROM and reinstall the scanner software. Follow the on-screen instructions carefully when installing the software.

Cause 2: Some aspect of your computer system does not support USB.

Solution 2: Download and execute the file USBREADY.EXE at http://www.usb.org/home to determine the level of your computer's USB support.

Cause 3: USB is not enabled in your BIOS settings.

Solution 3: Enable the USB controller in your BIOS settings. This is typically done by pressing a key[5] (usually <del>, <F1> or <F10>) during startup. In the BIOS Settings screen that appears, find the option for USB and enable it. Exit and Save the changes you made. Your computer is rebooted automatically. Please consult your computer vendor before attempting to do this change.

Cause 4: The USB controller was improperly installed on your computer.

Solution 4: To reinstall the USB controller, click on the Start button, choose Settings and select Control Panel. In the window that opens, double-click on the Add New Hardware icon. Carefully follow the instructions that appear on your screen.

**Symptom:** **The scanned image looks grainy on the screen.**

Cause: Your video mode is not set to show more than 256 colors.

Solution: We recommend that you set your video mode to 16 bits per pixel (65536 colors) or higher. Please consult your video card, computer or Windows documentation to change the video mode.

**Symptom:** **The scanner scans very slowly.**

Cause 1: You are running other applications in the background.

Solution1: Close all the other applications that are running in the background.

[5] Please consult your computer manual on how to modify your BIOS/CMOS settings.

Cause 2: You are scanning at a high resolution (DPI).
Solution 2: Reduce the resolution.

**Symptom: The scanned document comes out as strange characters on the screen after the OCR process is completed.**
Cause 1: Text page was scanned upside down.
Solution 1: Reverse the page and scan again.

Cause 2: The OCR software is limited to certain types of documents, fonts and formats. You might be trying to scan a form, spread sheet, a hand written letter or a document with color text or color page.
Solution 2: Scan a clean document that contains, preferably, one column and has black text on a white page.

**Symptom: The scanner is not in the list of supported scanners in other commercial software.**
Solution: Select TWAIN as the scanner.

**Symptom: Unable to scan from other software other than the one that came with the scanner.**
Solution: Enter the Scanner Setup within the program, Select TWAIN and you will see your scanner listed.

**Symptom: Unable to save to a floppy diskette.**
Cause 1: The floppy disk might be writing protected.
Solution 1: Move the write protection tab, located in the back of the diskette, to the closed position.

Cause 2: Your disk might not be formatted.
Solution 2: Format the diskette.

Cause 3: There is not enough space available in the disk to save the document.
Solution 3: Delete any files that you do not need from the floppy disk.

Cause 4: You might be scanning your document at a high resolution. Documents scanned using higher resolution modes will take a considerable amount of disk space.
Solution 4: Reduce the resolution.

**Symptom: The image looks good in the software that came with the scanner but it does not look good when I export the image to another program.**
Cause: Different imaging programs use different Monitor Gamma settings.

Solution: Change the Monitor Gamma settings in either of the programs so that they match. Please consult the help files for each program to find out how to adjust the Monitor Gamma.

**Symptom: The image looks good in the screen but is very dark when printed.**

Cause1: The Monitor Gamma Settings or the scanner brightness settings are not set properly.

Solution 1:
1) Change the Monitor Gamma to a value between 1.0 and 1.5. Please consult your help file for information on how to adjust the Monitor Gamma.
2) Adjust the brightness control in the TWAIN window before scanning.

Cause2: The printer brightness setting is not set properly.

Solution 2: Adjust the brightness in the printer. Some printers allow you to change the brightness settings. Please consult your printer documentation.

**Symptom: The scanned image takes too long to be sent with an email message.**

Cause1: The image was scanned at a high resolution or is physically large.

Solution1: Scan at a lower resolution (DPI).

Cause 2: The Internet might be congested.

Solution 2: Try sending the message at a later time.

**Symptom: The image that I sent through email looks good in my computer but it looks dark in the recipient computer.**

Solution: The Monitor gamma settings should be approximately the same in your and the recipient computer.

**Symptom: A. -Disk is full- error is displayed when I click on the scan button.**

Cause: Your computer is running low in resources. Your computer hard disk drive does not have enough space to process the image. This may be because you are scanning at too high of a resolution.

Solution: Obtain a larger hard disk or rescan at a lower resolution.

**Symptom: A -Disk I/O error- message is displayed.**

Cause 1: This error is caused if the hard disk drive does not have enough space available to process the image.

Solution 1: Make some space available in the hard disk drive by deleting any programs or files that you do not need.

Cause 2: Your hard disk drive might be heavily fragmented or it might contain some bad sectors.

Solution 2: Run the Scan Disk utility that came with your Windows computer. Please consult your computer documentation or the Windows help files on how to run the Scan Disk Utility.

**Symptom: The error "Scanner not Found" that is displayed.**
Cause 1: The USB cables are not connected properly.
Solution 1: Make sure that the cables are connected tightly and to the proper port.

Cause 2: The USB cable might be too long.
Solution 2: Please use the USB cable that comes with your scanner.

Cause 3: The scanner's power cord is not connected properly.
Solution 3: Make sure that the AC adapter is connected to an outlet. If the scanner is connected to a Surge Protector, make sure that the Surge Protector is turned on.

**Symptom: The document or photo has been inserted into the scanner but is not fed through the scanner.**
Cause 1: The document or photo was not correctly inserted into the scanner.
Solution 1: Make sure the document or photo is properly inserted into the page feed of the scanner.

Solution 2: The paper may be too think or too thick.
Cause 2: The thickness of the paper is out of scanner specifications.

**Symptom: The document or photo got jammed while getting fed into the scanner.**
Cause: The document or photo was not correctly inserted into the scanner.
Solution: Grab ahold of the jammed paper and pull it through the scanner. Try to avoid creasing, wrinkling or tearing the paper.

# Common -How-to- Questions

**Symptom: How do I save the scanned image in JPG format?**
Solution:
1) In the Image-editor, click on [File] and then [Save As].
2) Select the folder where you want to save your image.
3) Select JPEG or JPG under Save as type:
4) Type the name of the file name for your image.

**Symptom: How do I cut an image and paste in another program?**
Solution:
1) Select the area that you want to cut.
2) Click on [Edit].
3) Click on [Cut].

4) Start the program and open the document where you want to paste your image.
5) Click on [Edit].
6) Click on [Paste].

Please consult your program documentation on how to Cut and Paste if you have any more questions.

**Symptom: How do I place a scanned image into my word processor?**

Solution:
1) Find out what formats are supported by your word processor.
2) Write the name and the location of the file before you save it.
3) Save in a format supported by your word processor.
4) Depending on your word processor, select [Insert] or [Import] from your menu, then select [Image] or [Picture].

Consult your Word Processor documentation for more information on how to import images.

**Symptom: How do I send a scanned image using my email program?**

Solution: Save your scanned image in a format that is supported by your email program (JPG, GIF or PNG are recommended). Once your picture is saved, consult the documentation of your email program on how to attach a file to a message.

# Appendix B: Specifications[6]

| Hardware Specification | |
|---|---|
| Physical dimensions | 274mm x 47mm x 33.8 mm (10.79” x 1.85” x 1.33”) |
| Weight | 0.33Kgs (0.73 Lbs) |
| Operating Temperature | 10° C to 40° C (50° F to 104° F) |
| Scan Area | Maximum 216 mm x 356 mm (8.5” x 14”)<br>Minimum 47mm x 30 mm |
| Scan Method | Single -Pass |
| Scan Modes | Color: Input 48-it; Output 24/48-bit<br>Grayscale: Input 16-bit; Output 8/16-bit<br>Black & White: 1-bit |
| Resolution | Optical 600 dpi (1200dpi software interpolated) |
| Scanning Materials | Reflective color or black-and-white originals<br>Paper Thickness: from 0.08 mm to 0.4 mm |
| Protocols | TWAIN Compliant |
| Connection | USB Port |
| Light Source | Three-color RGB LEDs |
| Power Requirement | Powered through USB port. No AC power adaptor is required. |
| Power Consumption | Operation: 2.5 watts maximum<br>Idle: 1.2 watts |
| EMI | FCC Class B |
| Environment Requirement | RoHS/WEEE |

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**Contact: AgfaPhoto Holding GmbH, www.agfaphoto.com**

**Manufacturer: Sagem Communications, www.sagem-communications.com**

[6] Hardware specifications may change at any time without prior notice.

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